



## **Request for City Council Committee Action From the Department of City Planning**

Date May 13, 2002

To Ways and Means/Budget Committee

Subject **Marcy-Holmes Neighborhood Master Plan and  
Transfer NRP funds from MCDA to City Planning**

### **Recommendation**

Authorize the Planning Department to enter into a \$70,000 contract with Dahlgren Shardlow and Uban for professional services to prepare a master plan for the Marcy Holmes Neighborhood. The said contract will include City's standard terms and conditions. This action is contingent on the Permanent Review Committee's acceptance of the Marcy Holmes Neighborhood RFP process

Authorize the Planning Department to accept \$70,000 in NRP funds from the MCDA for the Marcy Holmes Neighborhood Master Plan, and to increase the appropriation for the Planning Department Fund 0600-380-3820 by \$70,000 and an increase in the revenue source (0600-380-3820-3840-01) by \$70,000.

Prepared by Fred Neet, AICP, City Planner at 673-3242

Approved by Chuck Ballentine, Planning Director \_\_\_\_\_

Presenter in Committee Fred Neet, City Planner

**Community Notification** Marcy-Holmes Neighborhood Association

### **Financial Impact** (Check those that apply)

☐ No financial impact or Action is within current budget.

☐ Action requires an appropriation increase to the Capital Budget

☒ Action requires an appropriation increase to the Operating Budget

☒ Action provides increased revenue for appropriation increase

☐ Action requires use of contingency or reserves

☐ Other financial impact (Explain):

☒ Request provided to the Budget Office when provided to the Committee Coordinator

**Community Impact**

|                           |  |
|---------------------------|--|
| Neighborhood Notification | initiated by the neighborhood                          |
| City Goals                | #8. Strengthen city through infrastructure investments |
| Comprehensive Plan        | complies   |
| Zoning Code               | complies   |

**Background/Supporting Information**

The Marcy-Holmes Neighborhood NRP Implementation Committee requested City Planning assistance with a master plan September 4, 2001. The neighborhood was not adequately informed about the City's process for professional service contracts over \$50,000. Assigned staff was not fully knowledgeable of the City's RFP process.

The neighborhood sought expressions of interest from approximately 64 consultants, and issued Requests for Proposals to the responding 27 on December 17, 2001. Seven (7) proposals were submitted by January 18, 2002. Four (4) firms were selected for oral interviews on January 24, 2002. The final selection was by unanimous vote.

In good faith and as advised by Planning staff, Marcy Holmes Neighborhood Association followed the City's approved process with the following notable exceptions of which they were not informed:

- the Planning Department should have taken the RFP to the Permanent Review Committee and the Ways and Means/Budget Committee,
- the Planning Department should have issued the RFP,
- assisted with evaluation criteria and consultant selection; and
- the City's terms and conditions were excluded from the RFP

The Planning Department did not follow the correct process, but pledges to do so in the future. Specifically, the Contract Manager for the department will instruct each professional planner about the process, the need to involve the Manager at the earliest possible date, and the need to keep the Manager continuously informed. This instruction shall be reinforced by additional instruction by the Finance Department. NRP staff shall be informed of contract management issues when NRP funds are involved. A chronology of relevant events shall be maintained.

The Marcy Holmes Neighborhood Association is recognized by the MCDA and NRP as the citizen participation organization for its area. NRP has determined that the Association's plan, approved by the NRP Board and City Council, authorizes expenditure of \$70,000 to produce a neighborhood master plan.